

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch --June 20<sup>th</sup>, 2019 6:30 p.m.**

- I.** Regular Session
  - a. Call to order by President Steve Griffith 6:35 p.m.
  - b. Members present: Steve Griffith, Emily Pearson, Kim Radant, Mike Jenkins, Lee Templeton
  - c. Members absent: Kini Magdun, Julie Overton
  - d. Others present: Ann Hoehn (Director), Kate Marshall (Assistant Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Darren Peterson (Peterson Architecture), Jennifer Roberts (Peterson Architecture), Jae Ebert (V&J Consulting)
- II.** Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
- III.** Minutes – May 18th Regular Meeting [Exhibit # 2, Pages 1-9]
  - a. **Discussion:** Add Kate Marshall name to attendees minutes
  - b. **Motion: to approve minutes for May 16<sup>th</sup> as amended**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 5/0 (All vote AYE)
- IV.** Public Participation
  - i. none
- V.** Financial Reports for May 2019 [Exhibit #3, Pages 1-17]
  - a. Review of May report
    - i. **Motion to pay May bills**
      - a. Motion made by Mike Jenkins
      - b. Seconded by Kim Radant
      - c. Motion carried by a vote of 5/0 (All vote AYE)
      - d. All signed voucher register summary
    - ii. **Action Item:** none
    - iii. **Notes:** Just under run rate for May. Bond payments coming up in July.

**VI. Department Reports [Exhibit #4, Pages 1-11]**

**A. Director – Ann Hoehn**

**HNPL Website Audience Review**

<b>2017-2018 Cicero Stats</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
Number of Visits	3315	3930	4095	3513	2605	2856	3013	2639	2318	2443	3331	2751	2931
Directional Questions	138	162	126	144	110	167	98	129	101	131	113	106	101
Reference Questions	231	343	229	216	188	246	202	175	189	209	217	183	210
Book & Other Recommendations	68	39	44	25	30	51	48	31	54	41	28	36	40
Scanned Pages	68	19	114	169	33	101	80	51	50	220	193	25	69
Volunteer Hours	12	8	4	24	24	16	9	18	8	16	2	4	26
Study Room Use	26	21	22	25	35	33	28	24	32	35	33	43	27
Yearbook Use	25	33	18	4	12	18	22	11	12	70	40	46	26
Mandatory Service Hours	0	0	1	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	1/2	1/2	0/0	0/0	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3

As mentioned at last month's meeting, if your Board appointment expires in 2019, please let me know as soon as possible whether or not you are seeking reappointment. Advance notification to your appointing body is required either way.

With Summer Reading in full swing, the library has been busy. As of today, 550 people have registered for the program.

The new bookkeeper, Natalie Strader, starts work at the library this Friday, June 21<sup>st</sup>. She will start training immediately.

As discussed at last month's Board meeting, the expanded retention pond is far too close to the pavilion. It would appear that, based on emails I have, the Grading Plan that the excavators used to expand the pond is not the Grading Plan our engineer instructed Hagerman to use. It looks like the excavators used an earlier version. Steve Griffith, Jae Ebert and I will be discussing this with Hagerman at tomorrow's bi-weekly construction meeting. Moreover, this new finding will be discussed with Hagerman at Thursday's Board meeting.

Construction is two weeks behind due to rain. The foundation has not yet been poured.

**Looking Forward:**

Construction; Summer Reading; bookkeeper training; and 2020 budget prep

**Notes:** We received an unexpected donation from the Retired Teachers Association that will be put toward children's programming, per stipulations of donation. We'll also be a stop on the Golf Cart Poker Run again.

**Action Items:** Ann needs notes soon from board members with 2019 expiration dates about whether or not they will be seeking reelection to their position. Ann is accepting donations to the library book sale from community/board/staff members.

B. Assistant Director – Kate Marshall

**GENERAL--63+ hours, highlights include:**

- Atlanta Emergency Procedure handbook revision
- 2 notary events
- Professional development
- Refreshing Atlanta's supplies & maintenance issues
- HHMS Summer Reading program prep
- Collection development & maintenance
- Staff meetings

**TECHNOLOGY--13+ hours, highlights include:**

- Kanopy streaming video trial
- LibCal trial
- Computer imaging tests
- Quarterly Business Meeting with Gordon Flesch
- Tech planning webinar
- Checked status of links on the website

**MARKETING--14+ hours, highlights include:**

- Summer Reading marketing and documents update
- Summer Reading class prep

**CATALOGING & ACQUISITION--**

Cataloging has been busy with new arrivals to process, although they are also working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, Summer Reading prep, and general record maintenance.

The ordering workflow is undergoing some spring cleaning; we hope to standardize the ordering intervals, make the material less time-consuming to process when it arrives, and simplify end-of-year fiscal processing.

**LOOKING FORWARD--**Technology projects; documentation updates; Summer Reading

C. Circulation – Cindy Ritter & Ann Hoehn

- a. The **circulation stats** for May were **9,006** compared to May of last year at **7,545** and a three year average of **8,020**. Atlanta had 276 circulations and Cicero had 7,836 + Overdrive eBooks 726 + Hoopla 444. In-house use for Atlanta was 63 and Cicero had 629. Sent out 89 holds from Atlanta and 368 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 624. Top selections for patrons in May were DVD, 1834; Children, 1364; Adult Fiction, 1134; Computer, 364; Juvenile Fiction, 1031; Adult Non-Fiction, 409; J Non-Fiction, 123; YA Fiction, 234.

**Subscription Databases Usage:** no databases subscribed at this time

- b. 30 new patron cards were issued in May
- c. We are in the process of weeding Adult Fiction. We are about one-third of the way through the alphabet.
- d. Summer reading has started and business at the desk has been brisk! Patrons are eagerly signing up. Most of our patrons love the simplicity of paper registrations and logs
- e. In May I attended three webinars. One was a SRCS update informational webinar. Another was on Community Engagement and the third was a Booklist webinar on new D-Day books.
- f. **Action Item:** none
- g. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals

D. Atlanta – Kate Marshall/Mary Palmiero

We still get people who have not been to the library for a while who come in and remark about how nice everything looks after the remodeling. Most of the young adult patrons use the library as a place to meet their friends to talk, to use the computer, to play board games, or to watch a movie. Our adult activities [Having Your Say and Stitch Crafters] still have active patrons.

Atlanta is currently working on an annual cataloging shelf check to clean up any cataloging errors; they'll also be completing an upcoming small weeding project on the Music CD's, as the section has become very overcrowded and it's a very low circulating area.

### Statistics

NAME OF ACTIVITY	NUMBER OF MEETINGS	ATTENDANCE	COST
Stitch Crafters	5	19	0
Having Your Say	5	35	0
Movie	4	12	0
Games	3 est.	10	0
<b>TOTALS</b>	<b>17 est.</b>	<b>76</b>	<b>0</b>

### Other Statistics – 2018-2019

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Number of Visits	292	245	249	280	310	255	213	192	230	292	254	248	195
Directional Questions	38	38	42	54	36	34	42	38	40	33	55	44	42
Reference Questions	40	40	34	42	34	28	47	35	34	28	40	39	29
Recommendations	43	57	45	54	44	41	47	40	40	28	46	38	37
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	21	See graph	See graph	10	18	16	32	15	27	35	38	33	21

➤ **Looking Forward:** none

➤ **Action Item:** none

#### E. Adult – Ann Hoehn

a. May Programs: 5; Attendance, 42; Cost: \$22.00 Cost Per: \$0.52. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 325

h. **Action Item:** none

i. **Discussion:** none

j. **Looking Forward:**

- Mystery Book Group—Death in the Stars by Frances Brody, June 24 at 6:30 p.m.
- Brown Bag Reading Group—Saturn Run by John Sandford, June 28 at 11:30 a.m.
- Classic Film Club—The Little Foxes, June 29 at 1 p.m.
- Universal Magic of Tidying Up, July 2 & July 9 at 4 p.m.
- Yard Sale, July 4-5, 10a.m.-5p.m.

F. Children's – Debra Brown

- a. May Programs: 17; Attendance: 358 Cost: \$0.00 Cost per: \$0.00

Library Collection –The children's collection is fully stocked for the summer. We have acquired many new titles pertaining to the space sciences and a special book display table will go up during the first few weeks of the summer reading program. The Newbooks section is also plentiful, and awaits the bump in book circulation that we always see in June and July. We continue to monitor physical condition in both the Board and Picture books sections in order to assess titles that could be ready for discard. I extend thanks to Elaine Roberts for her efforts in coloring and laminating handy book suggestion cards for the children's book collection. These cards will help patrons browse by grade level and give suggestions for both series and authors that students might like to read this summer. Her artistic skills are greatly appreciated.

Programs – Story time sessions during the month of May featured weeks devoted to Mother's Day, Bicycles, and Dogs & Cats. Also, in celebration of Gifts from the Garden Month, we had a science-themed week during which we practiced constructing and labelling the parts of a flower and the resources that plants need to thrive in nature. We will revisit the "plant" theme later in July when we can explore garden fruits and vegetables. The last week of May was very busy with SRP 2019 preparations, and we had several decorating helpers in the story room who were excited to see the walls full of stars, comets and planets.

Looking Ahead – June may very well be our biggest month of the year for youth programming. Our morning story time schedule remains the same, and the attendance numbers will be higher as we welcome school-aged students who are home for the summer. We will host weekly library visits from two summer camps this year, and will present Friday afternoon movie sessions on 6/14, 6/21 and 6/28. In addition, performers Professor Steve and Magician Daniel Lusk will make return visits to us this June with their all-new science and magic shows.

**Discussion/Notes:** Kudos to Deb for all of her hard work during our Summer Reading!

G. Young Adult – Ann Hoehn

- a. May Programs: 1; Attendance, 12; Cost \$31.42; Cost per person: \$2.62
- b. **Discussion:** Big part of the month was spent planning Summer Reading YA programs.
- c. **Action Item:** none
- d. **Coming up:**
- Floating Mobile Paper Craft, June 26 at 2 p.m.
  - Tie-Dye Under the Tree, July 5 at 12 p.m.
  - Teen Trivia Night, July 10 at 5:30 p.m.
  - Memory Scroll with Box, July 16 at 4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Cut out bad spots in sidewalks at Atlanta and filled in with concrete.
- Trimmed trees at Cicero.
- Filled in bike rack area at Atlanta with pea gravel.
- Got lumber to start building new caps on the pavilion poles.

**Looking Forward:**

- Construction; Cicero groundwork for 4<sup>th</sup> of July celebration

**Discussion:** none

**Action Item:** none

**VII.** Old Business

A. To Be Determined

a. **Discussion:** none

b. **Action Item:** none

**VIII.** New Business

a. Capital Projects

a. Retention Pond

- Discussion:** If we do nothing to pond, it is currently sized to future expansion. When it was master planned it was planned to the full double-sided expansion. We can backfill to scale pond size back to current size of project. We could potentially go back 8 to 10 ft to tree line and use that for fill. We could also barter space if we give the drive to the city (we currently own it). We have also discussed making the gazebo face the front vs the side where it does now. Paying money to strictly move dirt was not a top contender; gazebo renovation seems to be a preferred option. Other options include gently grading the pond rim into a tapered slope. Architect said they've currently staked out 60ft of grounds facing the library that should hold 300 people (should we reposition where the gazebo front faces).
- Notes:** No easement shown relating to road. Posts are down in the concrete slab. Architect is working on creating an architectural rendering of the expansion to be displayed in the lobby. Ian is almost ready to present outdoor sign options.
- Action Item:** Full cost analysis needs to be done on all options.

- b. General Updates
    - i. **Discussion:** Coming to end of typical construction surprises period so it's time to start finalizing final numbers, interior pricing, etc.
    - ii. **Discussion:** none
    - iii. **Action Item:** none
  - b. Permission to Pay Architect [Exhibit #5, Pages 1-3]
    - a. **Discussion:** none
    - b. **Action Item:** Complete payment
    - c. **Motion to pay Peterson architectural fees**
      - i. Motion made by Lee Templeton
      - ii. Seconded by Mike Jenkins
      - iii. Motion carried by a vote of 5/0 (All vote AYE)
  - c. Permission to Pay Hagerman [Exhibit #6, Pages 1-3]
    - a. **Discussion:** Jae has approved paperwork
    - b. **Action Item:** Complete payment
    - c. **Motion to pay Hagerman**
      - i. Motion made by Lee Templeton
      - ii. Seconded by Kim Radant
      - iii. Motion carried by a vote of 5/0 (All vote AYE)
  - d. Technology Update
    - a. **Notes:** First new replacement computer is installed at Cicero. Test run has been going well. At this time, Kate expects to format and install another selection of them over the next six weeks. Otherwise technology has been performing steadily.
    - b. **Action Item:** none
- IX. Looking Ahead:
  - a. July 18 -- Regular Board Meeting at Cicero Library, 6:30 p.m.
- X. Meeting Adjournment
  - a. Motion to adjourn
    - i. Motion made by Emily Pearson
    - ii. Seconded by Kim Radant
    - iii. Motion carried by a vote of 5/0 (all vote AYE)
  - b. 7:51 PM meeting adjourned.
- XI. Executive Session – No